



November 20, 2003

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
RELOCATION OF ARENAS 6,7,8 AT WESTWORLD**

The City of Scottsdale is requesting Statements of Qualifications from interested firms (Engineering and/or Architectural) for various Design Services consisting of the preparation of plans, specifications and contract documents for the demolition of existing and construction of the new Arenas 6, 7 and 8 at WestWorld.

BACKGROUND

A major update of the WestWorld Master Plan was approved by the Scottsdale City Council on March 4, 2003. The Master Plan provides direction for the future improvements and growth of WestWorld. This Master Plan has identified a Multi-Purpose Exhibit Hall, enclosing of the Equidome, covering of three other arenas, additional barns, a new restroom facility, and “relocation” of arenas 6, 7 and 8 to an area immediately south of the Equidome. The master planning consultant is currently completing an Environmental Assessment (EA) of the proposed master planned future improvements, as required by the Bureau of Reclamation. The EA will address impacts of the noise and lights associated with these relocated arenas.

ABBREVIATED SCOPE OF WORK

This project shall include the relocation of Arenas 7 & 8 from west of the Equidome to south of the Equidome. Existing Arena 6, located south of the Equidome, shall be reoriented, so that the cluster of the three arenas is functional for various equestrian and livestock events. The three arenas shall each be 150’ x 300’. Arena 8 shall include bucking chutes, cattle roping chutes, roping boxes, livestock holding pens, livestock crowding pens and alleys, rough stock stripping chute, roping stripping chute, electricity, water, announcers stand and bleachers. All three arenas shall be lighted and include a public address system.

This scope should not be construed as being final and comprehensive. A final Scope of Work will be prepared prior to contract negotiations with the highest ranked firm.

DELIVERABLES

The selected firm will be required to perform or provide the following services:

Planning and Programming Phase

- Review and evaluate all existing data including plans, drainage reports, utility maps, aerial photos, as-built plans, WestWorld Master Plan, and City Standards relevant to the project.

- Perform all necessary field survey work to prepare the engineering plans and specifications for the projects.
- Prepare the necessary design and cost estimates for all infrastructure required for the project elements.
- Insure that all of the necessary right-of-way easements and other conveyances are in place. Prepare all necessary legal descriptions.

Design and Construction Document Phase

- Coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
- Coordinate review and approval of final plans with the various City of Scottsdale Departments. An in-house review team consisting of CPM, Transportation, and Quality Compliance will review all submittals.
- Submit preliminary plans, along with a separate earthwork/retention basin volume certification report, for Bureau of Reclamation approval.
- Prepare plans as needed for City of Scottsdale Development Review Board review and approval at approximately the 30% design plan level.
- Prepare contract documents, special provisions, engineers estimate, assist with the preparation of bid documents, and assist in bidding of the project. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
- Perform shop-drawing review during construction.
- Attend all meetings related to these projects as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings. Prepare presentation materials as necessary for public meetings and City Council meetings.

SUBMITTAL REQUIREMENTS

Each Statement of Qualification must include a completed Standard Form (SF) 254 submitted with the firm's proposal. The Standard Form (SF) 254 is available on the City's web site:

<http://www.scottsdaleaz.gov/capitalprojects/rfq.asp>.

Reply to this request with five (5) copies of your response. Limit your submittal to ten (10) 8 ½" x 11" pages (text on one side only). A cover letter will not be considered as part of the ten-page limitation. Submittals that exceed the ten-page limitation will not be considered. Please address the following:

1. List the name of the firm, address, contact person, and phone number.

2. Firm's Capabilities – Briefly describe arena projects, which your firm has completed in the past three years, which have similar attributes to the WestWorld Arena project. List the members of each project team and the role played by each member. Please provide references for each project.
3. Project Features – Identify and discuss at least three significant project features, which you perceive will influence the design and implementation of the Arenas 6, 7, and 8 at WestWorld.
4. Project Approach – Incorporating the project features identified in Item 3 above, discuss the various strategies you would employ during the design phase of this project to mitigate anticipated design and construction problems. Describe some constructability issues and measures your firm would recommend for the projects.
5. Project Schedule – Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of the projects.
6. Local Knowledge – Identify your firm's familiarity with the project elements and the project areas. Identify your firm's familiarity with the City of Scottsdale's procedures and issues in order to successfully design these projects.
7. Active Contracts – List your projects currently under contract with the City of Scottsdale where your firm is the prime consultant. Please list the remaining contract amount (defined as the difference between the contract award amount and the sum of the current billings). The following points will be added to your evaluation score based on your current City contracts:

Total remaining contract payable amounts:

No current contracts	10 Points
\$0 to \$ 100,000	7 Points
\$100,000 to \$500,000	4 Points
\$500,000 to \$ 1,000,000	1 Points
\$ Over \$1,000,000	0 Points.

EVALUATION CRITERIA

Evaluation of the submittals will be based on the following:

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| * Firm's Capabilities – experience with similar projects | (0-30 points) |
| * Project Features – identification of significant design and construction issues | (0-20 points) |
| * Project Approach | (0-20 points) |
| * Project Schedule | (0-15 points) |
| * Local Knowledge | (0-5 points) |
| * Active Contracts with the City of Scottsdale | (0-10 points) |

SELECTION PROCESS

Selection of firms who respond to this request for qualifications will be made through an evaluation process based on the written responses submitted and the above Evaluation Criteria. It is anticipated that 2 to 3 firms will be selected for submission of project proposals and possible oral interviews. The City reserves the right to dispense with the oral interviews and proceed directly to negotiations with the most highly ranked firm.

INDEMNIFICATION & INSURANCE REQUIREMENTS

The City of Scottsdale requires the selected team to execute an Engineering Services Contract. The basic format of this contract is available on our web site:

<http://www.scottsdaleaz.gov/capitalprojects/PDF/eng10.pdf>.

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

For firms submitting proposals, the City requires a statement in the proposal that the firms have read and understood all the elements laid out in the Engineering Services Contract.

INTERVIEW PHASE REQUIREMENTS

Interviews may be required of the shortlisted teams.

SUBMITTAL TIME AND PLACE

Responses to this request must be received at the City of Scottsdale's Capital Project Management Division no later than 5:00 pm on Wednesday, December 10, 2003.

Address responses to:

Annette Grove
Senior Project Manager
City of Scottsdale
Capital Project Management
7447 E. Indian School Rd., Suite 205
Scottsdale, AZ 85251
Phone: (480) 312-2399
Email: agrove@scottsdaleaz.gov

GENERAL INFORMATION

City Website: This Request for Statement of Qualifications will be posted on the City's website. The address is: www.scottsdaleaz.gov/capitalprojects/Rfq.asp

Instructions: The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Statement of Qualifications will be in the form of an Addendum, which will be posted on the website.

City Rights: The City of Scottsdale reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Request for Statement of Qualifications received, and to be the sole judge of merits of the respective Statements of Qualifications.

Release of Project Information: The City of Scottsdale shall coordinate release of all public information concerning the project, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees: All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating a bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, City Manager, Assistant City Manager, Deputy City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.

Attachment: Map of site locations

